

**Federal Geographic Data Committee
National Spatial Data Infrastructure
FY 2001 Cooperative Agreements Program (CAP)
Announcement Number 01HQPA0013
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**Federal Geographic Data Committee
National Spatial Data Infrastructure
Fiscal Year 2001 Cooperative Agreements Program
Program Announcement Number 01HQPA0013**

i. Program Scope

The purpose of the National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) is to fund innovative projects with the geospatial data community to build the infrastructure necessary to effectively discover, access, share, manage, and use digital geographic data.

The NSDI consists of the technologies, policies, organizations and people necessary to promote cost-effective production, and the ready availability and greater utilization of high quality geospatial data among a variety of sectors, disciplines and communities. Specific NSDI areas of emphasis include: metadata documentation, clearinghouse establishment, framework development, standards implementation and geographic information system (GIS) organizational coordination.

Since 1994 the Federal Geographic Data Committee (FGDC) has funded projects that advance the NSDI in partnership with the geospatial data community. Organizations are increasingly using metadata as an internationally recognized means of preserving an organization's investment in creating geospatial data, as well as providing users with the ability to discover and evaluate data. At present, there are over 200 clearinghouse sites globally that provide for data discovery. Collaboration among the geospatial community is becoming increasingly necessary, due to limited available resources, in order to meet the demand of communities to create and use geospatial data for making sound decisions. Also, there is a growing need for the availability of common basic framework data that's reliable and can be used for timely, cost-effective applications.

Please Note: The FGDC recognizes that the following items are needed by many organizations and justly so, however, the CAP Program funds are not intended to support proposals for the actual *creation, digitizing, purchase or collection* of primary geospatial data. Nor should CAP funds be regarded as the means to initiate or upgrade an organization's basic GIS operations through the acquisition of equipment or staff. The principal purpose is to assist implementation of the NSDI infrastructure.

ii. Fiscal Year (FY) 2001 NSDI Cooperative Agreements Program

(1). The purpose of the NSDI infrastructure is to improve the ability and efficiency of organizations to **discover, share, maintain, and utilize** geospatial data in carrying out their business. The CAP supports efforts to implement this infrastructure. A total of \$1,000,000 in funds is available for the FY 2001 program. The projects will be funded for one year. The projected schedule for review and evaluation of proposals is May 2001, with award notification made by July 2001. Project work must commence by September 2001. Start dates of October 1, 2001 or after are not authorized under this announcement.

Applications are open to Federal, state, and local governments, commercial, academic, non-profit, and Native American Tribal organizations.

(2). Funding will be awarded in four program categories as follows:

Category 1 – “Don’t Duck Metadata:” Metadata Creation and Implementation Assistance provides assistance to organizations in acquiring the skill, ability and experience to document data for clearinghouse discovery. Metadata is a basic first step in implementing the NSDI. This category is appropriate for organizations beginning the implementation of the NSDI.

Category 2 – “Don’t Duck Metadata:” Metadata Trainer Assistance provides funding support to knowledgeable and experienced metadata trainers for training category 1 projects organizations and other organizations needing metadata training.

Category 3 – Clearinghouse Integration with Web Mapping provides funding to extend existing Clearinghouse Nodes with OpenGIS Consortium – compliant web mapping service capabilities in a consistent way.

Category 4 – Canadian/U.S. Framework Collaborative Project will support a collaborative framework project between organizations in the U.S. and Canada that have an interest in basic geospatial data over a common geography. This category is separate from categories 1-3 with different application requirements.

(3). **Please note:** Under the 2001 CAP, applicant organizations should pick and submit a proposal to only one category out of the four. Multiple proposals from the same organization will be disregarded. Please pick the category most appropriate to the intent of the program and your organizations need. You may partner with other organizations in their proposals, however, you may lead only on one.

(4). **Federal and non-federal awards:** Applications from Federal agencies will not compete against applications from other non-federal organizations. Funds are allotted for award under this program as follows: \$700,000 to non-federal organizations and \$300,000 to Federal organizations. Federal organizations should note the performance period and end of Federal fiscal year in considering a proposal.

Projects of non-federal organizations will be awarded funds as an Assistance Award by the U.S. Geological Survey, Office of Federal Acquisition and Grants, National Assistance Programs Branch. Projects of federal agencies will be awarded funds through an Interagency Agreement by the FGDC Secretariat. Projects of offices of the U.S. Geological Survey will be awarded funds by the FGDC Secretariat by standard voucher or by budget sub-allotment transfer. Federal applicants should note project performance period for the CAP and the end of the Federal fiscal year.

iii. FGDC Background Information

Before filling out an application, familiarize yourself with the NSDI and its clearinghouse, metadata, standards and framework programs by reading the material included in the informational attachments in this Program Announcement. Also visit the FGDC website at <http://www.fgdc.gov>. There you can find extensive information on the NSDI as well as organizational contacts. You may want to read the brief descriptions of what others have done in the past to document their data sets under previous NSDI programs. See <http://www.fgdc.gov/funding> for information on the CAP program.

iv. Application Categories Overview

The following table outlines the general characteristics for the four different project categories. Please note that the sections relevant to preparing an application for a particular CAP category are indicated.

CAP 2001 Categories	Number Of Projects Approx.	Level of Project Funding	Partnership Requirement	In-kind Match Requirement	Relevant Package Sections
1 “Don’t Duck Metadata:” Implementation Assistance	35	Up to \$6,000	Encouraged	50%	Section I. A.- J. Section V.
2 “Don’t Duck Metadata:” Trainer Assistance	4-5	Up to \$30,000	Encouraged	None	Section II. A. – J. Section V.
3 Clearinghouse Integration with Web Mapping	10	Up to \$20,000	Encouraged	50%	Section III. A. - J. Section V.
4 Canadian/US Framework Project	1	\$75,000	Required & Documented	100%	Section IV. A. – P. Section V.

I. CATEGORY 1: “DON’T DUCK METADATA:” Metadata Creation and Implementation Assistance

The documentation (metadata) of an organization’s geographic data holdings is an important and logical first step to participation in the NSDI. Metadata provides not only a way to inventory and preserve costly geospatial data resources within an organization, but also a means for its discovery and sharing by other organizations. The most difficult aspect of metadata implementation is the understanding and creation of metadata for your organizations data needs.

A. Goal

The long-term goal is that data documentation (metadata) becomes a standard operating practice for project organizations participating in this category. Projects will be provided startup assistance to organizations in acquiring the skill, knowledge and experience required in documenting (metadata) their geographic data holdings and, making the resulting metadata accessible through the NSDI Clearinghouse.

B. Measurable Results

The number of individuals capable of metadata creation and the number of metadata files resulting from these projects and served over the Internet through the NSDI Clearinghouse will be measured under this category.

C. Deliverables:

A brief mid-term report and a final report and executive summary documenting activities and outcomes are required. Reporting can be submitted on-line at the FGDC 2001 CAP webpage.

D. Applicant Eligibility:

All organizations or individuals (Federal, state and local government, academia, commercial and tribal organizations) may apply to this category. For the tasks in this category, organizations that received awards under the 1999 and 2000 “Don’t Duck Metadata” Cooperative Agreements Program may apply, however, new organizations will have funding priority based on available funds.

E. Funded Tasks and Funding Amount

Up to \$6,000.00 will be awarded to projects under this category. Approximately 35 projects will be funded.

Funding is provided to organizations in acquiring the skill and knowledge in creating descriptions (metadata) of geospatial data sets.

Funded tasks and items include:

- (1). labor costs to create metadata
- (2). travel to attend a training workshop in their region
- (3). trainer compensation
- (4). metadata software purchase

F. In-Kind Resource Match and Partnership Requirements

Funds provide under this category are considered to be at seed-funding level. A 50% match is required in the categories of salaries, funds, or metadata software dedicated to the project. Partnerships with other organizations to leverage scarce resources are encouraged but not required under this category.

G. Applicable Standards:

- (1) FGDC Content Standard for Digital Geospatial Metadata (CSDGM), FGDC-STD-001-1998 or
- (2) if available ISO Metadata Standard 19115 are applicable standards for this project category.
- (3) Metadata must be served through a NSDI registered Clearinghouse node.

H. FGDC Project Resources:

The FGDC will provide through its website (<http://www.fgdc.gov>) a wide range of information on metadata, clearinghouse, and standards, as well as contact information for the FGDC and its participating organizations at the national, state and local level. The FGDC provides at its website information on the metadata standard, and metadata trainers, training opportunities and NSDI news. The FGDC will provide assistance to those organizations needing identification of clearinghouse nodes for serving their metadata over the Internet. The FGDC will attempt to address all queries and assistance requests.

I. Application Review and Award Criteria

Applications will be considered based on the completeness of documentation, and meeting of basic eligibility, and in-kind match requirements.

The FGDC intends to award as many applicants as possible with available funds.

New organizations that did not participate in the 1999 and 2000 CAP “Don’t Duck Metadata” program for the tasks outlined in this proposal are given priority for funding. However, organizations that did participate in those years CAP program in these tasks will be funded as funds allow.

Proposals for metadata creation that include framework data are given priority. Framework is identified, as the 7 commonly needed basic geospatial data themes: cadastral, hydrography, elevation and bathymetry, geodetic control, transportation, orthoimagery, and governmental units. The metadata creation for other data themes may be funded under this category.

In addition, the FGDC will consider the project significance and long-term effects for the NSDI described in the Project Narrative.

Proposals that demonstrating the furtherance of state or regional NSDI objectives and in coordination with state or regional GIS coordination groups or plans are encouraged and will receive priority consideration.

Geographic dispersal of projects may be considered as a factor for award.

J. Application Preparation Instructions:

A complete application for Category 1 “Don’t Duck Metadata.” Metadata Creation and Implementation Assistance includes the following items and should be assembled in the following order:

(1). **General Application Instructions and Information (see Section V.):** Prepare and follow directions for required documentation and special forms as indicated in Section V.

In addition, prepare documentation below specific to category 1:

(2). **Category 1: “Don’t Duck Metadata” Metadata Creation and Implementation Proposal Summary,** (Fill out Attachment E)

(3). **Application Narrative:** Please limit to two pages. Indicate the following: (a). Principal Investigator’s Name and (b). Organization Name. Describe the (c). Importance of the Project; why the proposal is important and the difference it will make for your organization and (d). Plans to Maintain Effort beyond the performance period. (e). Please indicate, if applicable, how your project will further the GIS infrastructure plans for your state, region, or organization. In order to encourage state or regional coordination, applicants demonstrating collaboration with GIS infrastructure coordinating organizations for their state or region will receive priority over applicants not doing so.

The FGDC recognizes that collaboration, coordination and partnerships are an important foundation for the implementation and success of the NSDI. Applicants are encouraged to contact and coordinate their activities with their respective GIS infrastructure coordinating organizations in their state or region. Many of these organizations can be contacted through the Cooperating Groups in Partnership with the Federal Geographic Data Committee (<http://www.fgdc.gov/stakeholders/partnerships/>) and through the National States Geographic Information Council (<http://www.nsgic.org/>).

For examples applicants can demonstrate of collaboration with state or regional GIS coordination body by: attaching letter of project endorsement by GIS coordination body and by describing (current or to be established) formal or informal relationship with a state or regional coordinating body and projects relevance to state or regional GIS infrastructure plan

n End of Category 1-----

II. CATEGORY 2: “DON’T DUCK METADATA:” Metadata Trainer Assistance

A. Goal:

The goal of this funding category is to provide assistance and training to individuals and organizations implementing data documentation (metadata).

B. Measurable Results:

The number of individuals and organizations trained will be measured.

C. Deliverables:

A brief interim report and a final report documenting activities and outcomes are required. Reporting can be submitted on-line at the FGDC 2001 CAP webpage.

D. Applicant Eligibility:

All organizations or individuals (Federal, state and local government, academia, commercial and tribal organizations) may apply to this category. Individuals and organizations are sought under this category possessing the skill, knowledge and ability to train and instruct and otherwise support organizations in the implementation of metadata. This category is open to all individuals and organizations. Previous CAP participants may apply.

To be eligible as a metadata trainer, the following requirements must be met (the list is not all inclusive):

- (1). Must show proficiency in metadata training (cite workshops, materials, etc.);
- (2). Must be able to travel at a minimum within a state (national travel preferred);
- (3). Must be flexible in meeting the time and location requirements for the training; and,
- (4). Optionally, have access to computers and computer facilities to demonstrate metadata collection and metadata record conversion.

E. Funded Tasks and Funding Amount:

Up to \$30,000.00 will be provided to projects in this category. Four to five projects will be awarded. Expenses funded under this category are:

- (1). cost of putting on training workshops
- (2). travel either within or outside state or region
- (3). equipment and facility rental
- (4). other necessary expenses

F. In-Kind Resource Match and Partnership Requirements:

Partnerships with other organizations to leverage scarce resources are encouraged but not required under this category. In-kind resource match is not required by this category.

G. Applicable Standards:

Projects must be in conformance with the standards below:

- (1) FGDC Content Standard for Digital Geospatial Metadata (CSDGM), FGDC-STD-001-1998 or
- (2) if available ISO Metadata Standard 19115 are applicable standards for this project category.

H. FGDC Project Resources:

The FGDC to the best of its ability will provide assistance such as metadata documentation and training materials. In addition, the FGDC at its website will provide trainers with calendar postings of their training sessions and their contact information. FGDC will assist trainers in contacting projects awarded under category 1. All funded trainers should use FGDC web resources to identify themselves as metadata trainers and to post their metadata classes.

I. Application Review and Award Criteria:

Applications will be considered based on the completeness and review of documentation, and meeting of basic eligibility.

A peer panel of metadata knowledgeable professionals will review, discuss and rank proposals for award based on narrative factors.

J. Application Preparation Instructions:

(1). **General Application Instructions and Information** (see Section V.): Prepare and follow directions for required documentation and special forms as indicated in Section V.

In addition, prepare documentation below specific to category 1:

(2). **Category 2: “Don’t Duck Metadata” Metadata Trainer Assistance Proposal Summary** (Please fill out Attachment F). Please fill out general project and contact information for CAP category 2 only.

(3). **Application Narrative:** Applications for funding will be considered in accordance with the following factors set forth below. Proposals should address each of the following factors in the exact headings and sequences as they are listed. If special terms are used, please provide sufficient information to permit understanding of the terms. The maximum possible score for all section factors together is 100 points. The narrative should be no more than 2 pages.

(a). Describe your proficiency in metadata training. This can include conducting workshops, development of training materials, and especially work or familiarity with the FGDC-endorsed metadata standard. Please indicate, if applicable, how your project will further the GIS infrastructure plans of your state or region (see section ii.5. above). (50 points)

(b). Describe your ability to travel to different locations nationally. Also, indicate your access to training facilities that possess computer equipment appropriate for metadata training, collection and conversion. (50 points)

K. Specific Requirements:

Projects funded under this category are expected to make a reasonable effort to support the training needs for those projects funded under category 1. However, trainer projects are not limited to training 2001 CAP Category 1 projects.

n End of Category 2---

III. CATEGORY 3: CLEARINGHOUSE INTEGRATION WITH WEB MAPPING

The OpenGIS Consortium (OGC) Web Mapping Specification (WMS 1.0) allows map servers to create and send standard map images over the Web as GIF, PNG, or JPEG in a manner that lets client software overlay and display multiple maps from multiple servers – and even different vendors. The use of WMS as an extension to the Clearinghouse allows existing data holdings, described in metadata, to be viewed in this standard way, giving prospective data clients the chance to visually explore the spatial data behind the Clearinghouse from potentially multiple sites.

This CAP initiative for integrating Web Mapping with Clearinghouse will provide funding to extend existing Clearinghouse Nodes with OGC-compliant web mapping service capabilities in a consistent way. OpenGIS-conformant WMS software exists as extensions to both freeware and commercial map servers as a complement to existing map service capabilities. Although the FGDC will not directly assist in the installation and configuration of base map server software, it will provide guidance and referrals to add-on OGC web map server capabilities and register these with an NSDI service registry. A list of software solutions known to support the OGC WMS 1.0 will be provided at the OpenGIS website (<http://www.opengis.org>).

A. Goal:

The goal for projects in this category is to deploy web map client and server software for linking to and viewing geospatial data from metadata in the NSDI Clearinghouse utilizing embedded URL map requests.

B. Measurable Results:

Operational capability of web map service is established for each project participants Clearinghouse node.

Web mapping service registered with the FGDC.

Links to map servers for each layer are visible through links in metadata stored in a Clearinghouse Node

C. Deliverables:

An interim report and final report documenting activities and outcomes is required.

D. Applicant Eligibility:

All organizations or individuals (Federal, state and local government, academia, commercial and tribal organizations) may apply to this category. The applicant's operational Clearinghouse Node must be registered with the FGDC at the time of proposal submission. Applicants are preferred that are already operating web map server software that can be extended to support OGC Web Mapping Standard 1.0 Web Mapping Services (see list at <http://www.opengis.org> site).

E. Funded Tasks and Funding Amount:

Approximately 10 projects will be funded. The recommended level of funding is **up to \$20,000.00.**

Consultant and software integrator time is expected to be the primary expense. Reasonable expense for hardware and software may be funded dependent on available funds.

F. In-Kind Resource Match and Partnership Requirements:

A 50% in-kind match on salaries and services is required. Applicants are encouraged to establish logical geographic area partnerships and establish at least two Web Mapping Services within project.

G. Applicable Standards:

Projects must be in conformance with the standards and guidelines below:

- (1) OpenGIS Consortium Web Mapping Standard 1.0 Web Mapping Services
- (2) Metadata standards
 - a. FGDC Content Standard for Digital Geospatial Metadata (CSDGM), FGDC-STD-001-1998 or
 - b. if available, ISO Metadata Standard 19115
- (3) Metadata must be served through a NSDI registered Clearinghouse node.

H. FGDC Project Resources:

The FGDC will assist projects in locating appropriate software extensions and integration with clearinghouse.

Tutorial and referral assistance will be provided by the FGDC on request.

I. Application Review and Award Criteria:

Applications will be considered based on the completeness and review of proposal documentation, and meeting of basic eligibility.

A peer panel of web mapping knowledgeable professionals will review, discuss and rank proposals for award based on narrative factors.

J. Application Preparation Instructions:

(1). General Application Instructions and Information (see Section V.): Prepare and follow directions for required documentation and special forms as indicated in section V.

In addition, prepare documentation below specific to category 1:

(2). **Category 3: Clearinghouse Integration with Web Mapping Proposal Summary** (Please fill out Attachment G).

(3). **Application Narrative:** Applications for funding will be considered in accordance with the following factors set forth below. Proposals should address each of the following factors in the exact headings and sequences as they are listed. If special terms are used, please provide sufficient information to permit understanding of these terms. The maximum possible score for all section factors together is 100 points. The recommended length for the application narrative is 5 pages, however, if necessary the narrative can be up to but not exceed 10 pages.

(a). **Project Application:** Describe intended application (e.g. crime mapping, water quality etc.) and the organizations involved. Describe the plan for project implementation. Describe the organization's roles and commitments to the project. Please describe the extent of web mapping services to be established by the project. If applicable, describe how this project serves state or regional GIS infrastructure strategic plans and objectives. Describe any implementation of framework related themes or standards. (20 points)

(b). **NSDI Related Experience:** Describe current level of activities and involvement on any NSDI related work. This includes the NSDI areas of standards, metadata, clearinghouse, framework, or organizational coordination. Please indicate, if applicable, how your project will further the GIS infrastructure plans of your state or region (see section ii.5. above). (20 points)

(c). **Clearinghouse and Metadata Capability:** Describe experience and current functionality of clearinghouse, its registration and FGDC compliant metadata. (20 points)

(d). **Web Mapping Service Capability:** Describe your project's web mapping service for interactive display of GIS data and the name of the vendors. Please indicate if web mapping server software is operating that can be extended to support OGC Web Mapping Standard 1.0 Web Mapping Services. In addition, if hardware and software are to be acquired under this grant please describe it and its function to the project. (20 points)

(e). **Project Software Integrator:** Describe proposed name, credentials, tasks, workload of prospective project software integrator. (20 points)

n End of Category 3 --

IV. CATEGORY 4: JOINT U.S. AND CANADIAN FRAMEWORK DEMONSTRATION PROJECTS

A. Scope

(1).General Description: Applications of digital geospatial data vary greatly, but users have a recurring need for a few common themes of data. In the framework concept, a geospatial data community can work together to produce and maintain commonly needed data for national, regional, state, and local analysis. Within the geospatial data community, multi-agency, and multi-sector partnerships are being established in local and regional areas to collaboratively leverage resources and funding, and coordinate data collection, utilization, and access. The framework concept builds on these activities by identifying basic information content, and the technical, operational, and business contexts by which a distributed, collaborative data collection and maintenance effort for the framework would operate.

The evolving framework concept is important to the geospatial data community. The Federal Geographic Data Committee (FGDC) Secretariat and GeoConnections Secretariat are co-sponsoring a joint project (via a Memorandum of Understanding) for the development of framework data. This framework data will cover a continuous piece of geography including both Canada and the U.S., and will enhance further understanding of the complexities, challenges, and effort required in utilizing framework data to address a common issue between the two countries.

This category advances the capacity of communities to create and use basic geospatial data. Projects funded under these categories will demonstrate collaborative GIS approaches and decision-support in solving community issues utilizing basic "framework" data and through the use or refinement of existing FGDC and International Framework standards. Projects will establish a collaborative process that provides different kinds of organizations and disciplines with the ability to integrate and share framework data.

(2). Applications are open to Federal, state, and local governments, commercial, academic, non-profit, and Native American Tribal organizations. In category 4, Canadian organizations (private, commercial, academic and nonprofit), federal (special funding case please refer to section D item 2) and provincial government agencies, and First Nations (Canadian Indian) groups may apply.

(3). The FGDC will fund under category 4 cost shared project to demonstrate the ability to address sound community decision-making through the collaborative use, maintenance and sharing of basic geospatial Framework data. One project will be funded under this year's CAP.

(4). Category 4 proposals must demonstrate collaboration between organizations in the U.S. and Canada.

(3). Please note that under this FY 2001 CAP, applicant organizations may submit only one proposal package. Previous Joint U.S. and Canadian Framework Demonstration Project award recipients are not eligible.

B. Framework References

Applicants can find information on spatial data infrastructures through the GeoConnections and FGDC web sites (<http://www.geoconnections.org/> and <http://www.fgdc.gov/>). In particular, applicants should familiarize themselves with the following framework reference sources:

(1). U.S. Sources:

- Federal Geographic Data Committee web site <http://www.fgdc.gov/>
- *Framework Introduction and Guide*, FGDC 1997
<http://www.fgdc.gov/framework/frameworkintroguide/>
- *Development of a National Geospatial Data Framework*, FGDC 1995
<http://www.fgdc.gov/framework/framdev.html>

(2). Canadian Sources: All the following sources of information can be found through the GeoConnections web site at <http://www.geoconnections.org/> (in the opportunities section containing this announcement) and in <http://www.geoconnections.org/english/framework>.

- *Towards a Conceptual Framework Architecture to Support the (CGDI) Framework Data Study*, May 1999
- *GeoConnections Workshop on National Framework Data*, February 1999
- *Data Integration and Tools for Framework Data* Nov. 1998
- *New & Improved Base Framework for National Atlas Data* Aug. 1999
- *Framework Data Node Terms of Reference*
- *National workshop on Administrative Boundaries*, Sept. 2000
- *Framework Data Definition Document*

C. Project Goal

The goal of this project is to stimulate cross-border cooperation over a geographic area through the use of a common geospatial data framework. This project will test methods for building a common framework, stimulate private sector participation, suggest topics for future research and development, and provide guidance on policies and practices for the establishment of an operational framework between the U.S and Canada.

Possible projects that may benefit from cross-border framework cooperation include, but are not limited to:

- Flooding issues in the Red River Valley;
- Environmental issues in the Great Lakes;

- Resource Management issues in the Gulf of Maine; and,
- Fisheries issues in the Pacific Northwest

This project should advance the capacity of a U.S./Canadian community to utilize framework data. Furthermore, the project should demonstrate collaborative approaches in solving community issues utilizing framework data. Participation by different kinds of organizations and disciplines is important, as is the ability to integrate and share framework data among these different users.

D. Funding for Program: US/Canadian Support

- (1). **U.S funding support** for the project will be provided by the U.S. Geological Survey on behalf of the Federal Geographic Data Committee (FGDC). **A total of \$75,000.00** (US Dollars) is available for Fiscal Year 2001. This funding will be given to the lead US organization, and the award document authorizing the funds will be separate from the Canadian agreement authorizing Canadian funds.
- (2). **Canadian funding support** for the project will be provided by the Natural Resource Canada, GeoConnections. In Canada, a contribution agreement is used to financially support the cost share project. For federal departments, an interdepartmental fund transfer will be used instead of a contribution agreement. **A total of \$100,000.00** (Canadian Dollars) is available for the Fiscal Year 2001/2002. This funding will be made to the lead Canadian organization and will be awarded by authorized representatives of Canada.
- (3). Depending on the proposal merit, one joint project will be funded with each government issuing its own award document. This estimate does not bind the U.S. or Canada to a specified number of awards or to the amount of any award unless that amount is otherwise specified by statute or regulation. Projects shall have a start date on or about 1 April 2001 and shall be funded for 12 months. Payment will be made based on project Milestones. The final payment representing at least 10% of the FGDC or GeoConnections share.

E. Participants Cost-Share

- (1). The **U.S. applicants** must provide 100% in-kind matching funds in U.S. dollars from funds other than those received under this project from the U.S. Geological Survey.
- (2). The **Canadian applicants** must provide 100% in-kind matching funds in Canadian dollars from funds other than those received under this project from the GeoConnections Program.
- (3). These funds may be in the form of cash and/or in-kind contributions (materials, services, or personnel provided to the proposed project). Existing in-place equipment (unless primarily or exclusively used for the project) is not to be considered acceptable as

an in-kind contribution. No geospatial data sets, whether existing or to be acquired, are considered acceptable as an in-kind contribution. Profit must not be included in the in-kind contribution.

F. Disbursement of Funding Support

Applicants must demonstrate that both a lead U.S. organization or agency and a lead Canadian organization or agency are involved in the project. Furthermore, each country's lead organization/agency is required to collaborate with another organization or agency in its respective country. Thus each application will have a minimum of four organizations or agencies—two from Canada and two from the U.S. Funding will be provided only to the lead organization in each country. They in turn, have the responsibility of dispensing the appropriate funds to their collaborating organization(s). Canadian funds are to be spent by Canadian participants and U.S. funds are to be spent by U.S. participants.

G. Eligibility Requirements

- (1). Qualified applicants from among American and Canadian organizations include Federal, State, Provincial and local government agencies, educational or academic institutions, private sector/commercial firms, utilities, private foundations, not-for-profit organizations, and Native American tribes or First Nations (Canadian Indian) groups in the U.S. and Canada are invited under this Program Announcement.
- (2). At least one participant from each country must be a private sector/commercial firm.
- (3). Although proposals must demonstrate that at a minimum four (at least two Canadian and two U.S.) organizations are participating in the project, multi-sector partnerships are encouraged. As stated previously, a lead organization for the U.S. and a lead organization for Canada must be identified.
- (4). The application must clearly define the tasks and responsibilities of each collaborative organization. An **Agreement of Participation** (Attachment I) is required of each organization participating. Each participating organization shall agree to contribute, in-kind or cash, to the project.

H. Unsuitable Applications

- (1). Applications will not be considered for projects on topics not being sought under this Program Announcement. Though integral to many operations, data collection is not considered an appropriate activity for funding under this Program Announcement.
- (2). Applications are sought from U.S. and Canadian organizations. Applications from any other countries (other foreign governments, foreign citizens, educational institutions in foreign countries or firms located in foreign countries) will not be accepted.

- (3). Proposals in which there is a real or an appearance of a conflict of interest will not be accepted.
- (4). Applications solely involving the direct procurement of a product or service will not be considered.
- (5). Applications that do not meet the requirement for participation/collaboration of other organizations will not be considered.

I. Period of Performance

The project will begin upon completion of the award documents (April 2001). All activities proposed must be completed on or before March 30, 2002.

J. Reporting Requirements

Note that travel costs for project participants to attend the three meetings identified in the reporting requirements should be included in the cost proposals. The meeting locations are proposed by the applicant.

Required reports, presentations, and other participatory involvement:

- (1). Initial Orientation meeting involving all key project participants, the GeoConnections representative and FGDC Secretariat (Travel by project participants may be required depending on meeting location as proposed by the applicant);
- (2). Milestone reports indicating project progress;
- (3). Interim progress review meeting (Travel by project participants may be required depending on meeting location as proposed by the applicant); and,
- (4). Final technical report of project activities that includes:
 - (a). Project summary;
 - (b). Project outcome;
 - (c). Recommendations for framework development;
 - (d). Assessment of project success;
 - (e). Plans for follow-on activities including outreach;
 - (f). Discussion about user-demand requirements for framework data in a national level spatial data infrastructure; and,
 - (g). Discussion about commonalities, issues, difficulties, and challenges (both technical and policy) that were encountered.
 - (h). Any other relevant deliverables.

(5). Formal oral presentation of the Project (Travel by project participants may be required depending on meeting location as proposed by the applicant).

K. Publicity

It's important that project results receive wide dissemination to increase the base of knowledge and experience that can be shared throughout the profession and geospatial community. Organizations receiving an award are encouraged to publish the results of any work supported under this Program Announcement, without review by the FGDC or GeoConnections. However, publications or other written products resulting from the project must acknowledge the financial assistance of the FGDC or GeoConnections.

- (1). Publication of project results is strongly encouraged;
- (2). Formal oral presentation of the project (travel by project participants will be required, depending on meeting location as proposed by the applicants); and,
- (3). Display the NSDI logo and GeoConnections logo on participating organizations home page and link to the FGDC and GeoConnections Geospatial Data Clearinghouse server if applicable to the project.

L. Award Terms and Conditions

- (1). Awards made under this Program Announcement to the lead US organization shall be administered in accordance with **General Terms and Conditions** (Attachment N) and **Special Terms and Conditions** (Attachment O).
- (2). Awards made under this Program Announcement to the lead Canadian organization shall be administered in accordance with **GeoConnections Class Contribution Program Terms and Conditions** (Attachment J).

M. Instructions for Preparing the Application

The application shall be assembled in the following order:

- (1). **Standard Form SF – 424 Application for Federal Assistance** (Attachment A): The lead **US organization** should prepare this attachment and should be signed by an individual authorized to commit the applicant.

In addition, the US organization should provide a cost proposal that contains a breakdown of the total estimated project cost by individual milestones described in your Technical Proposal. This cost proposal should show in-kind and grant funds, and what each organization is contributing or spending on each milestone.

- (2). **Natural Resources Canada - Request For Proposal** (Attachment K): From the lead **Canadian organization**, a signed copy of the Request for Proposal Form.

(3). **Standard Form SF – 424A Budget Information – Non-Construction Programs** (Attachment B) U.S. organization should prepare this document. Please follow instructions found in Section V.

(4). **Canadian Applicant Budget Information.** Preparation of the price proposal for Canadian participants - Please include sufficient funds to cover three travel requirements: (a). attendance at an initial program orientation meeting, (b). attendance at a Interim progress review meeting, and (c). a formal oral presentation of project activities at a conference agreed upon between the FGDC/GeoConnections and the award recipient. This meeting location is to be proposed by the applicant.

Allowable Expenditures

The Recipient agrees that the contribution referred to in Section D (2), Canadian Funding Support, of this announcement will be applied to the allowable expenditures incurred in the course of conducting the project activities. The allowable expenditures are:

-direct costs of carrying out the project, including: professional labor fees, project management, development of a demonstration of the ability to address sound community decision-making through the collaborative use, maintenance and sharing of basic geospatial Framework Data; travel to conduct the project (at rates negotiated with GeoConnections), project coordination and communications.

-administration of the project, including: administrative labor; liaison with project consultants, GeoConnections, FGDC; others partners; translation; printing and binding of project reports.

(a). **Method of Payment:** The pricing basis for the resultant contribution may be negotiated between GeoConnections and the selected Applicant. Negotiation of the pricing basis may be required normally in accordance with the requirements stated in the RFP.

(b). **Price Proposal:** The price proposal should contain a detailed breakdown of the total estimated project cost by individual milestones in a firm price bid and described in the Technical Proposal application. Please note that the project team cannot submit a price proposal based on average rates. Each project team member's workload has to be priced separately using appropriate costing procedures. The total of all project team member prices will be included in the proposed total estimated project cost.

(c). **Project Cost Breakdown:** This detailed total estimated project cost breakdown should address, as applicable, but not be limited to, each of the following:

(i.) **Labour:** For each individual to be employed on the project, indicate the proposed daily rates (including overhead, fringe benefits, but excluding profit), and the estimated time to be spent by each individual for each major activity of each milestone.

(ii.) **Other Direct Charges:**

- **Equipment/Software Rental.** Rental costs will be considered, if included in your price proposal. However, purchase costs for equipment or software are not acceptable and will not be considered. The original purchase price of the equipment or software as well as the number of years of useful life of the equipment or software should be provided with the price proposal. Equipment and software used in the day-to-day business of the organization are covered in the overhead in the labour rates and cannot therefore be considered as in-kind contributions. The costs for equipment/software should not exceed 25% of the total estimated project cost.

- **Training:** Costs related to training activities required for execution of the project should not exceed 10% of the total estimated project cost. This includes time spent training, travel to and from training activity.

- **Materials, Supplies, Components:** Indicate general categories and the pricing basis, inclusive of customs duty and taxes, but exclusive of GST/HST. Indicate whether the items are likely to be used or consumed during the course of the project work.

- **Travel and living expenses:** Indicate the estimated number and cost of trips together with the basis of these costs.

- **Subcontracts:** Identify potential subcontractors and provide for each the same cost breakdown information detailed herein.

- **Other Charges:** Identify any other direct charges, inclusive of customs duty and taxes, but exclusive of GST/HST, such as long distance communication and rental costs. Please provide the estimated cost of each one, and the relevance to the proposed work.

Profit: Not applicable since proposals are required to be submitted on a cost sharing basis. Foregoing of profit is not allowable as a contribution.
Advance payments: Based on Treasury Board Policy on Transfer of Payments (2-12).

Contributions are normally paid on the basis of achievement of performance objectives or as reimbursement of expenditures incurred. Where advance payments are necessary, they should be limited to the immediate cash requirements of the recipient and not exceed the following payment frequency:

Total Value of annual amount	Duration of Agreement		
	<u>Less than 4 months</u>	4 months or longer	
		Initial Advance	Subsequent Advances
Up to \$24,999	90%	90%	N/A
\$25,000 - \$100,000	90%	Up to 75%	Quarterly

For agreements of less than 4 months, the schedule represents the maximum percentage that may be paid out initially, with the balance payable monthly or at the end of the agreement. The amount of each advance payment would correspond to its frequency, e.g. a quarterly advance would be for the approximate amount of expenditures expected to be incurred by the recipient in the following three months.

(5). **Proposal Information Summary** (Attachment H): This is a summary of your proposal and should follow the format as shown in the attachment. This information will be used on the FGDC and GeoConnections websites and publications. The summary should be in letter-quality type.

N. Proposal Application Narrative

The application narrative should not exceed 15 pages. There is no limit for supporting documents and related attachments or appendices. Brief and concise proposals are strongly encouraged.

Applicants shall submit an unbound, signed original and 10 rubber banded or binder-clipped copies of the application. The Application Narrative shall not exceed 15 single-spaced pages (including figures and tables), and the type size shall not be smaller than 12-pitch/10 point type. References, appendices, curriculum vitae, letters of support/endorsement, and related documentation are not included within the 15-page limit.

Due to the joint nature of this project, the lead US organization will bear responsibility to meet USGS requirements and the lead Canadian organization will bear responsibility to meet GeoConnections requirements. Separate cost proposals are required for each Canadian/U.S. team.

Applications for funding will be considered in accordance with the following factors set forth below. Proposals should address each of the following factors in the exact headings and sequence as they are listed. If special terms are used (e.g. integration, conflation, transaction etc.) please provide sufficient definition or description of methodology within the context of the project, to permit understanding. Please be very explicit. We encourage applicants to use examples, where applicable, to demonstrate their understanding. The maximum possible score for all selection factors together is 100 points. The application narrative should not exceed 15 pages.

Note that FGDC and GeoConnections encourage applicants to submit proposals that involve Hydrography and/or Administrative Boundaries, but proposals are not limited to these framework themes.

(1). Project Description – Merit to the Framework (20 points)

Proposals will be evaluated on the quality and relevance of the project to the Framework.

(a). The proposal should include a concise description of the project; a clear statement of project objectives; an explanation of how, and to what degree, the proposed effort contributes to the development of a joint U.S./Canadian framework and identify an issue in need of improved cross-border cooperation. The project must address a practical problem as described under Scope (section A) and Project Goal (section C) of this announcement.

(b). Proposals should describe the extent that the project may stimulate growth of similar efforts and what are the likely benefits. Also, proposals should include citations of related and ongoing projects and their connection to such ongoing projects.

(c). The proposal should include specific well-defined project outcomes that will result from this project. Describe how such outcomes will foster the increased use of a common geospatial framework for Canada and the United States.

(2). Project Approach (20 points)

Applications should outline the steps that will be taken to implement the project. Provide a detailed project plan to accomplish the stated objective.

(a). Proposals will be evaluated on the degree to which they reflect an understanding and detail of the tasks and procedures necessary to accomplish the stated objective. The applicant should describe feasibility and levels of risk associated with this project. The proposal will be evaluated to determine whether the resources identified by the applicant to accomplish the tasks are reasonable relative to the anticipated results, and whether they accurately reflect the level of effort described in the proposal, including the necessary facilities, equipment, and supplies.

(b). Proposals will be evaluated on the adequacy of the methodology to carry out the effort; steps taken to implement the project, evidence of adequate planning; effectiveness of the plan of management to assure proper and efficient administration of the project; and quality of the applicant's plans to use its resources and personnel to achieve the project objective.

(c). To show clearly the tasks and responsibilities of the project, the proposal should include two tables. The first table emphasizes participating organizations

and shows their roles and contributions (as shown below). The second table emphasizes contributions by project milestone (also shown below).

Table 1

Organization	Human Resources	Role	Contribution
Company A	Joe Smith Sam Johns	Scientist Analyst	- data analysis - labour
Agency X	Paula Data	Data processing	- travel - material - labour

Table 2

Phase	Tasks	Team members	# Days	Deliverables	Due date
1	Research	Tom Jones	10	Milestone report	December 1 st
		Julie B.	5	Prototype	February, 4th
2	Analysis	Afonso M.	3	Milestone report	March 31 st

(d). The proposal should include a work plan that indicates clearly identified outcomes as a means of assessing progress. In outlining project tasks, please include a Work Plan Milestone Chart (such as Gantt) illustrating major activities and their completion dates as an attachment to the Application Narrative (the milestone chart does not count against the 15 page narrative limit). Please include the Initial Orientation Meeting, Interim Progress Review Meeting, and Final Technical Report in your milestones.

(e). Proposals will be evaluated on their ability to register and catalogue metadata to a clearinghouse for searching at the end of the project.

(f). Proposals will be evaluated on there ability to identify mechanisms to ensure the sharing and exchange of information among the project participants after completion of the project.

(3). Technical/Operational Context (20 points)

Proposals should demonstrate technical and operational goals. The technical approach will be evaluated on its ability to address the framework goals of:

(a). Data integration (horizontal and vertical alignment, scale, conflation, generalization, semantics, format conversion, and assessment of data quality);

- (b). Convergence of framework concepts and methodologies between U.S. and Canada;
- (c). Maintenance of data including updates and revisions;
- (d). Utilization of the Canadian Data Alignment Layer (CDAL); U.S. NSDI framework data themes: geodetic control, cadastral data, hydrography, elevation, government units, transportation, and orthoimagery; and Canadian CGDI framework themes: geodetic reference system, roads, hypsography (DEM), hydrographic layers, and administrative boundaries;
- (e). Implementation and use of standards for framework data and for framework data certification. Furthermore, the proposal should utilize the FGDC Metadata standard or ISO metadata standard (if available); and,
- (f). Use of existing technical tools and services. Describe how clearinghouses will be utilized in the project.
- (g). Sustainability of project results.

(4). Business Context (15 points)

The application should describe the approach proposed to ensure that the project will result in framework data that are widely used and useful—increased framework data accessibility. Innovative approaches are encouraged. These include:

- (a). avoidance of restrictive practices that would inhibit the use of the framework;
- (b). provide information about copyright and intellectual property issues, data limitations, including suggested optimal uses of data, disclaimers and liability;
- (c). be available in public and non-proprietary format(s);
- (d). use business practices that increase framework data activities.

(5). Institutional and Organizational Process (15 points)

Innovative institutional arrangements are needed to ensure a robust and well-maintained framework. Ideally, the framework data for a geographic area will be developed, maintained, and integrated by organizations that produce and make use of data for that area. In addition, there is a need to ensure that geographically-based units of framework data can be integrated to support applications for different or larger geographic areas, in particular between the US and Canada.

- (a). The application should describe the institutional interactions among the project participants for the development, maintenance, and use of framework data;

(b). The application should describe the means of providing for communication and outreach to stakeholders, such as, web pages, workshops, and informational meetings. Also, the proposal should describe ways to improve project visibility;

(c). The application should describe the degree that the project accommodates the participation of new or other organizations having similar data interests over the project area; and,

(d). The application should describe how the project addresses institutional and organizational processes to the development of framework and spatial data infrastructure.

(6). Project Participants/Experience/Commitment (15 points)

Each project must involve four or more organizations. Proposals will be ranked based on the level and diversity of participation. Applications should clearly define the tasks and responsibilities of each collaborative organization (Complete the **Agreement of Participation** Attachment I).

Proposals will be evaluated to assess the applicant's experience and competence to perform the proposed effort successfully, including the following: the significant qualifications of key personnel to be used in the project; the time that each person named will commit to the project; and whether the staffing is adequate to complete the effort in the designated time frame. Describe experience, special qualifications, and skills held by the staff for performance of the project. (Resumes of key personnel may be provided as attachments). Qualification and diversity of project team participants have to be clearly demonstrated. If appropriate, include any similar projects or experience by any of the team members.

The proposal should show clear intent of strong and continuing organizational willingness to share geospatial data resources between the U.S. and Canada. Applicants will be evaluated on the commitment to share geospatial data resources between the U.S. and Canada-- including participating in cooperative arrangements with other cross-border organizations. Evidence of the activity being endorsed and supported (formal Memoranda of Understanding and/or letters of commitment from participating organizations) should be provided as attachments.

O. Application Closing Date and Application Delivery

(1). **Application Closing Date** – see Section V. (E.)

(2). **Delivery of Application** – see Section V. (F.)

P. Contact Information

Indicated below for questions concerning the preparation of the application contact:

(1). U.S. organization applicants:

Ms. Patricia Masterson, Contracting Officer
U.S. Geological Survey
Office of Federal Acquisition and Grants
MS 205G, National Assistance Programs Branch
12201 Sunrise Valley Drive
Reston, VA 20192

(2). Canadian organization applicants:

Marc LeMaire, Framework Data Node technical secretary, Mapping
Services Branch, Natural Resources Canada
(613) 947-4244

n End of Category 4 ---

V. GENERAL APPLICATION INSTRUCTIONS AND INFORMATION

This section applies, in general, to CAP Category 1, 2, and 3 proposals. (Category 4, Canadian proposal applicants will find specific information in Section IV above.)

A. Eligibility

- (1). Applications from Federal agencies, State and local government agencies, educational institutions, private firms, private foundations, non-profit organizations, and Federally acknowledged or state-recognized Native American tribes or groups are invited to apply under this Program Announcement.
- (2). No USGS cooperative funds will be used to reimburse U.S. Federal employees travel, per diem, etc.
- (3). All activities conducted under the project must be carried out by the Recipient and their collaborators. Subcontracting activities, other than those specified in the proposed application and approved in the negotiated agreement, will not be allowed without the written permission of the Administrative Contracting Officer.
- (4). All activities proposed should be completed within one calendar year after award of the cooperative agreement.

B. Unsuitable Applications

- (1). Applications will not be considered for projects on National Spatial Data Infrastructure topics not being sought under this Program Announcement.
- (2). Digitizing and other forms of spatial data collection are not considered appropriate activities for funding under this Program Announcement. The purchase or upgrade of a Geographic Information System (GIS) is also not considered appropriate.
- (3). Applications from foreign governments, foreign citizens, educational institutions in foreign countries or firms located in foreign countries will not be accepted.
- (4). Applications in which there is a real or an appearance of a conflict of interest will not be accepted.
- (5). Applications solely involving the direct procurement of a product or service or large purchases of equipment will not be considered (i.e. the purchase of such as computer systems equipment and software).

C. Preparation of the Application

The application package should be assembled in the following order:

(1). **Standard Form SF – 424** *Application for Federal Assistance* (Attachment A): This coversheet provides general information about the proposal. This document should be signed by an individual authorized to commit the applicant's organization.

(2). **Standard Form SF – 424A** *Budget Information – Non-Construction Programs* (Attachment B): Fill out Section B - Budget Categories, Number 6. Object Class Categories only. No other part of the form requires completion. The proposed budget shall be prepared in the following order, showing the amount proposed for each of the following items. If applicable, indicate the amount of cost sharing by the recipient for each item.

(a). Personnel (6.a): Salaries and wages. Identify individuals or categories of salaries and wages, estimated hours or percent of time, and the rate of compensation proposed for each person or category. Include an explanation of the amounts included for projected increases if the rate of pay shown is higher than the current rate of pay. The applicant is advised that tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable provided that the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of the work.

(b). Fringe Benefits (6.b): Labor overhead. Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Indicate whether rates are used for proposal purposes only or whether they are also fixed or provisional rates for billing purposes. Include a copy of the most current negotiated rate agreement, if applicable.

(c). Travel (6.c): State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Calculations of other special transportation costs (such as charges for use of applicant-owned vehicles or vehicle rental costs) should also be shown. Any foreign travel should be clearly stated in the budget. Per diem rates in excess of the U.S. Government Joint Travel Regulations shall not be allowed unless specifically allowed under applicable OMB Circulars. Travel for Federal employees cannot be included.

(d). Equipment (6.d): Show the cost of all special-purpose equipment necessary for achieving the objectives of the project. "Special-purpose equipment" means scientific equipment having an acquisition cost of \$1,000 or more per item. Equipment should be itemized with each item described and its application to the proposed project explained. (General-purpose equipment must be purchased from the applicant's operating funds. Also see (B)(5) above covering "Unsuitable Applications")

(e). Supplies (6.e): Enter the cost for all supplies. Include the cost of office, laboratory, computing, and field supplies separately. Provide details on any specific supplies exceeding \$1,000 in value or which represents a significant portion of the total

proposed amount. If fabrication of equipment is proposed, list parts and materials required for each and show costs separately from the other items.

(f). Contractual (6.f): Services or consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-recipients by name (including consultants), the estimated amount of time required, and the quoted rate per day or hour. If known, state whether the consultant's rate is the same as received for similar services or under Government contracts or assistance awards.

(g). Construction (6.g): Not applicable to CAP program; do not use this category.

(h). Other (6.h): Publication costs. Show the estimated cost of publishing (if appropriate) the results of the project effort, including the final report. Include costs of drafting or graphics, reproduction, page or illustration charges, and a reasonable number of reprints. Use this category for any other costs not indicated above. Itemize the different types of costs such as helicopter use, boats, shipping, telemetry, computing, equipment-use charges, or other services. Provide breakdowns showing how the cost was estimated; for example, computer time should show the type of computer, estimated time of use, and the established rates.

(i). Total Direct Charge (6.i): Total items (6.a.) through (6.h.).

(j). Indirect Charges (6.j): General and administrative (G&A) cost. Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the cost principles applicable to the applicant's organization. If the applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Explain the distinction between items included in the two cost pools. The applicant should propose rates that it is willing to establish as fixed or ceiling rates in any resulting award. (Please pay special attention to the requirement to include a copy of the approved negotiated indirect cost rate agreement, if applicable, with the original application *only*.)

(k). Totals (6.k): Amounts proposed. Total items (6.I) and (6.j.).

(3). General Assistance Award Conditions: U.S. organizations that submit applications as a result of this process will be required to sign forms, required by law, in order to receive Federal assistance funding. An authorized official from the applicant organization must read and sign both of these forms. These forms can be viewed by visiting the following Internet site: www.usgs.gov/contracts/index.html They are:

(a). **Standard Form SF – 424B**; *Assurances – Non-Construction Programs* (Attachment C); and

(b). **U.S. Department of the Interior Certifications for Federal Assistance** (Attachment D).

(4). Other Attachments: Please follow with any documentation indicated above in the particular category in which you are applying. These include Application Narratives, Project Summary.

D. Terms and Conditions:

Awards made under this Program Announcement shall be administered in accordance with:

- (1). **General Terms and Conditions** (Attachment N) and
- (2). **Special Terms and Conditions** (Attachment O).

E. Application Closing Date

Applications must be received on or before **March 15, 2001 at 4:00 p.m. EDT**. An application received after the closing date and time will not be considered unless it can be demonstrated that the completed application package was mailed before the deadline and late delivery was due to mishandling by the carrier. An application received after the closing date and time that does not meet the mailing requirements above will be returned to the applicant.

F. Delivery of Application

Submit one unbound, signed original and 10 binder-clipped copies of the application package.

- (1). By mail to:

Ms. Patricia Masterson, Contracting Officer
U.S. Geological Survey
Office of Federal Acquisition and Grants
MS 205G, National Assistance Programs Branch
12201 Sunrise Valley Drive
Reston, VA 20192.

- (2). By hand: An application that is hand delivered shall be delivered to the U.S. Geological Survey, Office of Federal Acquisition and Grants, Room 6A331, 12201 Sunrise Valley Drive, Reston, VA. The Office of Acquisition and Federal Assistance will accept hand delivered applications in Room 6A331 during business hours. Business hours are 7:45 a.m. and 4:15 p.m. daily, except Saturdays, Sundays, and Federal holidays.

G. Review Process for Applications

Prior to the Panel evaluation, the Contracting Officer will review all proposals for completeness, conformity to application requirements, and overall eligibility. Deficient applications will not be considered. The applicant will be promptly notified in writing with the reason(s) why the application was found to be deficient.

Accepted proposals will be evaluated through formal review panels. Representatives from the FGDC and other individuals with appropriate expertise drawn from participating FGDC

organizations will comprise the review panel and will evaluate proposals for program relevance, technical merit, and resources requirements. This process will take up to three months, and applicants will not be notified of the status of their application until the review process is completed.

The FGDC will strive to fund as many projects as possible, but there is no guarantee that specific projects will be funded or that organizations will receive the full amount they request. The level of individual project funding will be determined, in large part, by the number of funded applications received. Other factors may include:

- (1). The commitment of organizations to sustain the effort to contribute to the NSDI, as reflected in the narrative;
- (2). The conformance of project objectives with state or regional GIS infrastructure strategic plans and collaboration with other organizations;
- (3). The geographic distribution of projects; and,
- (4). The limitation of available funds.

Applicants that have been selected for funding will receive a letter from the Contracting Officer advising them of this, and no other acknowledgment of the application will be issued before the evaluation of proposals has been completed.

Applicants will be notified if their application does not fall under the scope of this program. If an application does not meet all requirements, the applicant will receive a letter from the Contracting Officer advising you that the application will not be funded and that a future letter will be issued by the Project Officer stating the reasons why the application was not funded. Resubmissions will not be allowed.

H. List of Attachments

The following are the attachments for this Program Announcement:

The Application Package and all attachments listed below can be downloaded from the U.S.G.S., Office of Federal Acquisition and Grants MS 205G, National Assistance Programs Branch website at: <http://www.usgs.gov/contracts>

Project Categories: 1 = “Don’t Duck Metadata:” Metadata Implementation Assistance, 2 = “Don’t Duck Metadata:” Trainer Assistance, 3 = Clearinghouse Integration with Web Mapping, 4 = Canadian/US Framework Projects.

Note: “**Required**” documentation by category and “**T**”= background information. Category 4: “**US**” and “**CA**” applicable to U.S. and Canadian organizations respectively.

Attachments	Attachment Title	Category 1	Category 2	Category 3	Category 4	Notes and web address of attachments
A	SF - 424 Application for Federal Assistance	Required	Required	Required	US - Required	http://www.whitehouse.gov/omb/grants/sf424.pdf
B	SF – 424 A Budget Information – Non-Construction Programs	Required	Required	Required	US - Required	http://www.whitehouse.gov/omb/grants/sf424a.pdf
C	SF – 424 B Assurances – Non-Construction Programs	Required	Required	Required	US - Required	http://www.whitehouse.gov/omb/grants/sf424b.pdf
D	Certifications	Required	Required	Required	US - Required	www.usgs.gov/contracts/FGDC/certs.pdf
E	Category 1 Proposal Summary	Required				General project and contact information for CAP category 1 only. www.usgs.gov/contracts/FGDC/cap01-ae.pdf
F	Category 2 Proposal Summary		Required			General project and contact information for CAP Category 2 only. www.usgs.gov/contracts/FGDC/cap01-af.pdf
G	Category 3 Proposal Summary			Required		General project and contact information for CAP Category 3 only. www.usgs.gov/contracts/FGDC/cap01-ag.pdf

H	Category 4 Proposal Summary				US & CA Required	Required for lead US and Lead Canadian organizations www.usgs.gov/contracts/FGDC/cap01-ah.pdf
I	Agreement of Participation				US & CA Required	Required for all participants in category 4 projects www.usgs.gov/contracts/FGDC/cap01-ai.pdf
J	Contribution Agreement				CA - Required	Required for lead Canadian organization in category 4 projects www.usgs.gov/contracts/FGDC/cap01-aj.pdf
K	Request for Proposal				CA - Required	Required for lead Canadian organization in category 4 projects www.usgs.gov/contracts/FGDC/cap01-ak.pdf
L	SF – 3881 ACH Vendor/Miscellaneous Payment Enrollment Form	I	I	I	US I	This form will be filled out by applicants after being notified for award www.usgs.gov/contracts/eft/sf3881.pdf
M	SF – 270 Request for Advance or Reimbursement	I	I	I	US I	Use this form for project reimbursement. www.whitehouse.gov/media/pdf/sf270.pdf
N	General Terms and Conditions	I	I	I	US I	www.usgs.gov/contracts/FGDC/attach-n.pdf
O	Special Terms and Conditions	I	I	I	US I	Item 1 “Method of Payment” and Item 7 “Payment” instructions different for Federal and Non-Federal organizations www.usgs.gov/contracts/FGDC/cap01-ao.pdf
P	SF – 269 A Financial Status Report Short Form	I	I	I	US I	To be submitted at completion of project. www.whitehouse.media/pdf/sf269a.pdf
Q	FGDC Resources	I	I	I	I	FGDC Committee and Secretariat contact information http://www.fgdc.gov/publications/documents/staff.html
R	Metadata Factsheet	I	I	I	I	www.fgdc.gov/publications/documents/metadata/metafact.pdf
S	Clearinghouse Factsheet	I	I	I	I	www.fgdc.gov/publications/documents/clearinghouse/chouse.pdf
T	Framework Factsheet	I	I	I	I	www.fgdc.gov/publications/documents/framework/frame.pdf
U	Framework Introduction & Guide				I	www.fgdc.gov/framework/frameworkintroguide